



National Science Foundation

Competitive Position Vacancy

ANNOUNCEMENT NO: C20010250

OPEN: 08/31/2001

CLOSE: 09/21/2001

POSITION VACANT: Technical Writer-Editor (Publications Manager), GS-1083-13/14. Annual salary ranges from \$63,211 to \$97,108.

PROMOTION POTENTIAL: Technical Writer-Editor (Publications Manager), GS-1083-14.

LOCATION: Directorate for Social, Behavioral and Economic Sciences, Division of Science Resources Statistics, Information and Technology Services Program, Arlington, VA.

BARGAINING UNIT STATUS: This position is included in the Bargaining Unit and will be filled in accordance with the merit staffing provisions of the Collective Bargaining Agreement, Article VII.

AREA OF CONSIDERATION: All Sources. This position is open to status and non-status candidates, as well as candidates eligible for appointment under special non-competitive appointing authorities.

DUTIES AND RESPONSIBILITIES: This position is that of Publications Manager in the Information and Technology Services Program (ITSP), Division of Science Resources Statistics (SRS). SRS develops factual and analytic information to form the basis of national planning and policy formulation in the area of science and technology resources. The incumbent manages all aspects of editing, composition, scheduling, and production of publications produced by SRS. The incumbent of this position:

- Manages the publication of all Division reports. Develops and disseminates the production schedule for all reports issued by the Division and apprises staff on status of reports. Monitors the processing of reports through subsequent page proof and blue line stages. Advises SRS management on the most appropriate media for the distribution process.
- Edits advanced technical manuscripts, ensuring their technical accuracy and comprehensibility to the general public and to the cognizant research community.
- Ensures the editorial quality of all SRS reports; accepts, edits, or rejects submissions for publication; sets the Division's overall editorial practice and policy. Determines suitability of graphic designs used in conjunction with publications and oversees major redesign efforts.
- Develops RFPs, RFQs, and other solicitations for the competitive acquisition of editing, composition, and graphics support services. As Contracting Officer's Technical Representative (COTR), manages contracts to ensure high-quality work and the attainment of task milestones and objectives.
- Works closely with the Web Manager to ensure the efficient integration of traditional print and electronic publishing processes and to establish format and technical guidelines for manuscripts submitted for publication by SRS staff and their contractors. Researches and aids in implementing innovative methods for the electronic publication of statistical and analytic information.
- Responds orally or in writing to inquiries from officials of the U.S., State and local governments, and from representatives of industry, academia, the media, and general public on SRS publications and information.

- Serves as the senior expert on publications management, performing leadership duties. Is the focal point of contact for all publications entering or exiting the publications process. Coordinates with Division staff and contractors pertaining to publications and related products and leads a variety of special and ad hoc reports. Trains SRS and ITSP staff on issues pertaining to the preparation of intermediate and final publications.

QUALIFICATIONS REQUIRED: The Qualification Standards Handbook for General Schedule Positions will apply. U.S. CITIZENSHIP IS REQUIRED. Applicants must possess undergraduate or graduate education which includes 15 semester hours in an appropriate scientific, technical, or social science field(s), and a least one course above the introductory level in the field(s) covered by the position. One year of specialized experience equivalent to the GS-12 and GS-13 level(s), respectively, is required. **Specialized experience:** is experience that required substantial subject-matter or technical knowledge of the field. This experience must have demonstrated the ability to acquire and present technical information through independent reading, interviews with subject-matter specialists, observation of tests and experiments, interpretation of blueprints or diagrams, and other appropriate methods. **Time-in-Grade Requirement:** Completion of one year of service in a position at the next lower level in the normal line of promotion progression for this occupation is required.

SELECTIVE FACTOR: To be rated eligible for this position applicants must show that they possess the following experience:

Experience editing published reports containing data tabulations or analysis.

QUALITY RANKING FACTORS:

1. Comprehensive skill in editing and revising reports based on complex survey data and statistical analyses to ensure clear understanding by a readership that includes policymakers in the Executive and Legislative Branches of Federal and State Government as well as administrators, analysts, and researchers in the national, academic and industrial sectors.
2. Comprehensive skill in coordinating and tracking the editing, review, composition, and printing of publications and related products.
3. Extensive skills developing statistical tables and figures presenting analytical findings using specific software applications such as MS Word for Windows, MS Excel, Adobe PageMaker, Adobe Acrobat, Adobe Illustrator, etc.
4. Extensive skill in oral and written communication to coordinate intra-division projects and interact and respond knowledgeably and diplomatically to external customers.
5. Knowledge of policies and regulations affecting Government publications to serve as a technical authority and to provide meaningful editing of manuscripts.
6. Knowledge of Federal procurement regulations and skills in contract administration.

BASIS FOR RATING: Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Selective and Quality Ranking Factors. Current performance appraisal and awards may also be used in the evaluation process.

CONDITIONS OF EMPLOYMENT: Appointment to this position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year probationary period may also be required.

HOW TO APPLY: You may apply for this position with the *Optional Application for Federal Employment* (OF-612), the older *Application for Federal Employment* (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). Status candidates must also submit a *Notification of Personnel Action* (SF-50), showing competitive status, and a current Performance Appraisal. In order to ensure full consideration, it is recommended that you submit a supplemental statement

which specifically addresses how your background and experience relate to each Selective and Quality Ranking Factor listed on this announcement.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: • Your country of citizenship. • Your social security number. • Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether semester or quarter hours. • Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. • If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. • The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

Status candidates who wish to be considered under both merit promotion and delegated competitive examining procedures must submit two complete applications. If only one application is received, it will be considered under the merit promotion program.

Applicants who are eligible for appointment under special non-competitive appointing authorities must clearly specify specific eligibility and provide proof with application. Otherwise, the application will be considered under competitive procedures.

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Applicants applying for special selection priority under the Interagency Career Transition Assistance Program must submit proof of eligibility (i.e., RIF separation notice, *Notification of Personnel Action* (SF-50) stating you were separated by RIF, OR a letter from your agency documenting your special selection priority status); copy of your current performance appraisal; and documentation of promotion potential in the position from which separated. To be determined well qualified to receive special selection priority for this position, you must meet all qualification and eligibility requirements, all selective factors, and be rated at the above average level or higher in each quality ranking factor.

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three years or more of continuous active service may apply. Veteran candidates should attach a copy of your DD-214; and, if applicable, *Application for 10-Point Veteran's Preference* (SF-15), along with documentation specified on the form. (This is not necessary for status candidates for consideration under merit promotion procedures).

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number C20010250. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information will be used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Fred Person on (703) 292-4369. Hearing impaired individuals may call TDD (703) 292-8044.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A
HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

**NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY**

**OMB No. 3145-0096
Expiration: August 2002**

Vacancy Ann. #: _____

Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____

2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER